

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## General Standards for Plans and Drawings

Updated May 14, 2005

### Drawing Quality

- Drawings must be easy to read and microfilm.
- Lines and lettering must be dark enough to provide good contrast with the paper. Lettering must be at least 1/8" high for manually drafted drawings. Computer-aided drawings (CAD) may have lettering 3/32" high with a minimum width factor of 0.80.
- Brownline prints, pencil drawings (including corrections or alterations), and microfilm copies of plans are **not** acceptable.

### Drawing Scale

- For site plans, minimum scale is 1/8" = 1' (or engineer's scale equivalent, 1" = 10').
- Minimum scale of all other drawings for single family, duplex, townhouses, small multifamily, and small commercial projects is 1/4" = 1'0". Minimum scale of floor plans, exterior elevations, and building sections for large multifamily and large non-residential projects is 1/8" = 1'0" when unit plans, core plans, and detail plans at a minimum scale of 1/4" = 1'0" are provided.

**NOTE:** In certain cases, DPD staff may approve use of a smaller scale before plan preparation.

### Type of Paper for Plans

- Paper must be relatively heavy, such as blueprint quality or standard drafting paper.
- Tissue paper, graph paper, posterboard and cardboard are **not** acceptable.
- Do not attach information with clips, scotch tape, glue or staples.

### Paper Size

- Minimum 18" by 18"
- Maximum 41" by 54"
- Drawings must be primarily of one size.

### Making Copies of Plans

- Blueline or blackline prints and photocopies are acceptable.
- Brownline prints are not acceptable.

### Related Resources

More detailed application checklists and standards are available online at [www.seattle.gov/dpd/permits](http://www.seattle.gov/dpd/permits) or from our Applicant Services Center, 20th floor, Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8850.

Electronic versions of DPD Client Assistance Memos (CAMs), codes and forms are available on the "Publications" and "Codes" pages of our website at [www.seattle.gov/dpd](http://www.seattle.gov/dpd). Paper copies are available from our Public Resource Center, 20th floor, Seattle Municipal Tower, 700 Fifth Ave., (206) 684-8467.

**LEGAL DISCLAIMER:** This Client Assistance Memo (CAM) should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this CAM.

